

Home Education and Dual Enrollment Articulation

Purpose

The purpose of this technical assistance paper is to provide postsecondary institutions and home educators with guidance and clarification and a sample articulation agreement for Florida's dual enrollment program.

Background

Dual Enrollment is one of several accelerated program options for secondary students. It is intended that an articulated acceleration program serves to shorten the time necessary for a student to complete the requirements for high school and a postsecondary degree, to broaden the scope of curricular options available to students, and to increase the depth of study available. Dual enrollment courses must be creditable toward high school completion and a career certificate, an associate degree or baccalaureate degree. Pursuant to s. 1007.27(4), F.S., the legislative intent is to provide articulated acceleration mechanisms for students in home education programs the educational opportunities that are consistent with those available to public and private secondary school students. Eligible home education secondary students may participate in dual enrollment, career dual enrollment, early admission, and credit-by-examination. Pursuant to s. 1007.271, F.S., students eligible for dual enrollment are exempt from payment of registration, tuition, and lab fees. Credit earned through dual enrollment shall apply toward the completion of a home education program that meets the requirements of s. [1002.41, F.S.](#)

Statute does not require postsecondary institutions to develop an articulation agreement with home education students. However, many institutions have developed home education agreements that effectively communicate eligibility criteria, the process for applying for admission and registering for courses, documentation required for available courses, and costs. In the past there has been no common format for developing home education articulation agreements. In an effort to provide technical assistance in the development of home education articulation agreements, several agreements were reviewed. To the credit of Valencia Community College and Tallahassee Community College, their outstanding home education dual enrollment agreements provided exemplary models of promising practice. Following a review of home education agreements, a sample format that contains the key components was created to assist postsecondary institutions and home educators.

Technical Assistance

The technical assistance provided in this document includes a list of frequently asked questions (FAQ) and responses followed by a sample parent letter and sample articulation agreement for home education students. It is expected that this information will minimize barriers and support accelerated achievement for all students. These resources are intended to serve as a guide. The samples are tools that specifically address the nature and needs of home education students. Institutions are encouraged to involve parents in the development of articulated agreements with the expectation that the collaborative efforts will produce improved communication, clarify requirements and services, and support the academic pursuits of home education students. Institutions are encouraged to adopt or modify the suggested framework to best meet their needs.

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Frequently Asked Questions

1. What is the definition of a home education student?

A home education student is enrolled in a "home education program" defined by s.1002.01(1) F.S., as the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of ss. [1002.41](#), [1003.01](#)(4), and [1003.21](#)(1).

2. Does a home education student need permission from the school district to participate in dual enrollment on the postsecondary campus?

No. However, a home education student must provide annual proof of enrollment in a home education program. Upon request, the school district must provide parents with annual verification of student enrollment in a home education program or provide that information directly to the postsecondary institution.

3. Does a home education student have to provide a transcript or an annual evaluation to the postsecondary institution in order to participate in dual enrollment?

No. Home education students are not required to provide a transcript or annual evaluations to the postsecondary institution to be eligible to participate in dual enrollment. Home education students do not receive a high school diploma from the state upon completion of a home education program. Students must demonstrate college readiness by passing college placement tests and meeting eligibility requirements that do not exceed those required of public school students. Many students simultaneously work toward completion of their home education program and an associate degree. The parent and the postsecondary institution work together to determine the courses needed.

The Florida Bright Futures Scholarship Program provides a Home Education Program Packet, which conveys eligibility criteria specific to home education students, including required college admission test scores, community service documentation, district registration confirmation, and dates for financial aid application deadlines. The Home Education Program packet is available from <http://www.firn.edu/doe/brfutures/homepac.htm> or by telephone, toll-free at 1-888-827-2004.

4. Are home education students and postsecondary institutions required to develop an articulation agreement?

No. Postsecondary institutions are not obligated to provide an articulation agreement for home education students, but many institutions have developed an agreement to clarify responsibilities, identify registration timelines, and coordinate procedures for efficient program implementation. An effective agreement can provide important information and promote a positive relationship with the home education community.

5. Does the District Interinstitutional Articulation Agreement apply to home education students?

No. Home education students are not subject to the provisions set forth by the district agreement.

6. **Is there a minimum age or grade level required for a home education student to be eligible for participation in dual enrollment?**

Pursuant to s.1007.271 (10), F.S., each career center, community college and state university shall identify eligibility criteria. Therefore, postsecondary institutions are authorized to establish additional criteria for dual enrollment to ensure college readiness, not to exceed those required of other dually enrolled students.

7. **Is a home education student limited to the same course options as a public school student?**

No. Section 1007.271(10), F.S., states that postsecondary institutions shall delineate courses and programs for home education students. Courses may be added, revised, or deleted at any time.

8. **Does a postsecondary institution have to provide instructional materials or textbooks for home education students?**

No. Section 1007.271(14), F.S., specifically states that home education students are responsible for providing their own instructional materials and transportation unless provided for otherwise. However, this section of statute does not prohibit a postsecondary institution from providing dual enrollment materials and books.

9. **May home education students participate in the dual enrollment program through the school district?**

Yes. Districts may have a part-time enrollment policy which would allow them to enroll home education students, receive FTE, and funding for instructional materials. This is a local decision specified in the district's Student Progression Plan. The District Home Education Coordinator can provide information about district policy, registration timelines, and dual enrollment eligibility requirements. If the home education student enrolls in the district's dual enrollment program, the district interinstitutional articulation agreement applies.

10. **Where can I find Florida Department of Education information on home education?**

The Office of Independent Education and Parental Choice provides Home Education information at this link, http://www.floridaschoolchoice.org/information/home_education/

Articulation Agreement Guidelines

1. **Courses and programs available to students eligible to participate in dual enrollment, including plans for the postsecondary institution to provide guidance services.**

Provide a brief introduction and description of the dual enrollment program and the courses and programs available to home education students. Limitations due to class size restrictions should be clearly communicated. The process by which the postsecondary institution will provide guidance and academic advising services should be outlined in this section. Courses that meet postsecondary general education requirements and program prerequisites should be communicated to the student with the intent to provide maximum access to a well-planned program of study.

a. The process by which parents and students are notified of the option to participate.

Provide a description of how and when information about the dual enrollment program is communicated to home education parents and students.

b. The process by which students and parents exercise their option to participate.

Procedures for participation along with established deadlines are essential. The application forms, the process for registration, maximum course loads, grades, withdrawal information, and required documents and signatures should be clearly articulated in this section to minimize confusion and inconvenience.

c. Eligibility criteria for participation in dual enrollment courses and programs.

Home education students do not have to provide a GPA or transcript, but they are required to demonstrate readiness for college coursework through scores on the Common Placement Test, SAT, or ACT. Specific cut scores for enrollment should be noted. Documentation of a rigorous level of curriculum may be requested. In addition to these academic measures of college readiness, a home education student is expected to present college level maturity. This level of maturity is often associated with a minimum age requirement established by the participating postsecondary institution. While some home educators argue for an exception to the age requirement, this criteria is determined by the institution, based on a sound rationale and restricted by protective mandates such as the Jessica Lunsford Act. In addition, students with disabilities must inform the Institution's Office of Disability Services if accommodations and services are needed.

d. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students.

Institutional responsibility for the initial screening and ongoing monitoring of participants, as well as, the requirements for continued participation must be addressed. Discussion of college GPA requirements, withdrawal, and grade forgiveness can be explained in this section. Code of conduct and behavioral expectations should be clearly outlined.

e. Institutional responsibilities for the cost of dual enrollment courses and programs.

Pursuant to s. 1007.271, F.S., an eligible home education student is responsible for his or her own instructional materials and transportation unless provided for otherwise. Postsecondary institutions are not prohibited from providing the materials.

f. Responsibility for providing transportation.

This section should clearly outline the home education student's responsibility to provide for his or her own transportation and costs associated. Students are also expected to pay campus parking fees, if applicable.

Additional Information and Resources

The Florida Department of Education, Office of Articulation: <http://www.firn.edu/doe/postsecondary/index.html>

The Florida Department of Education, Office of Independent Education and Parental Choice: <http://www.floridaschoolchoice.org>

Appendices

A. Sample Parent letter

B. Sample Format for Home Education Articulation Agreement

Appendix A
Sample Parent Letter

(Date)

Ms. June Summer
1234 College Drive
Hometown, FL XXXXX

Dear Ms. Summer:

Thank you for your interest in the (Name of Institution's) Dual Enrollment Program. I have enclosed a copy of our standard Articulation Agreement for home education students eligible to participate in the dual enrollment program. Please read it carefully to determine whether this program will meet the needs of your home education student. If you agree that your son or daughter meets the criteria and level of maturity expected to succeed in the dual enrollment program, please return the following by (due date) in the enclosed return envelope: 1) both copies of the agreement with your signatures, 2) verification of registration with the local school district as a home education student, and 3) a completed admission application. Enclosed is supplementary information about the dual enrollment program, a brochure regarding common placement testing, and the application needed to participate.

Once the Articulation Agreement, application, and verification have been received and processed, an institutional articulation officer will return a signed copy of this agreement to you for your records. It is very important that all required assessment scores be submitted and on file prior to registration. You will be notified of the dates and times for New Student Orientation, which your son or daughter is required to attend. At the appropriate time, your child may register for classes by telephone at (XXX) XXX-XXXX or online, at xxx@xxx, or in person at the XXXXX campus. If you have additional questions, please contact ZZZZZ at this number XXXXXXXXX or at this email address EE@EEEE.edu.

Appendix B

Dual Enrollment Articulation Agreement for Home Education Students and (Institution Name)

Pursuant to s.1007.271 (10), F.S., the dual enrollment program is available for an eligible home education secondary student in a postsecondary course creditable toward a career certificate, an associate degree, or a baccalaureate degree. College preparatory and physical education courses shall not be included in courses offered in the dual enrollment program.

To participate in the dual enrollment program an eligible home education student must:

1. Provide proof of enrollment in a home education program as filed with the district.
2. Be responsible for instructional materials and transportation.

Scope of Agreement: The (Name of Institution) will structure a partnership in order to provide eligible home education students with access to the dual enrollment program. An eligible home education dual enrollment student shall be exempt from payment of registration, matriculation, and lab fees for each approved course. Textbooks and other instructional materials, parking fees, and transportation are the responsibility of the home education student. While enrolled in dual enrollment courses (name of home education student) shall be required to comply with all applicable policies and procedures which normally apply to (Name of Institution's) students.

This agreement is entered into this ___day of ____, 200(X) by and between (Name of Institution) and the (Name of home education parent); on behalf of (Name of home education student).The purpose of this agreement is to provide opportunities to:

- 1) Increase depth of study;
- 2) Broaden educational opportunities; and
- 3) Empower students to pursue their educational goals as rapidly as possible.

NOW THEREFORE, BE IT RESOLVED that (Name of Institution) and (name of home education parent), and (Name of home education student) agree to abide by the provisions set forth herein:

1. Students whose parents choose to teach and direct the education of their children at home, pursuant to s. 1002.01(1), F.S. and who meet the eligibility requirements for dual enrollment as specified in s.1007.271(10) F.S., shall be permitted to enroll in dual enrollment coursework at (Name of Institution).
2. To meet eligibility requirements for participation in the dual enrollment program, home education students shall meet the following criteria:
 - a. Students must be at least (XX) years of age, as of the last day to enter classes for the semester of intended enrollment and provide proof of registration as a home education student.
 - b. Students must demonstrate college readiness by way of accepted college placement test scores and appropriate level of maturity and responsibility.
 - c. Students must be participating in a secondary curriculum designed to accelerate toward a postsecondary degree.
 - d. Students are permitted to enroll for (X) calendar years from the time they enter the program. Eligibility for dual enrollment expires (X) years from the date of enrollment, at which point, students must matriculate to regular degree seeking status enrolled at a postsecondary institution.
 - e. To maintain eligibility in the dual enrollment program, students must maintain a GPA of 2.0 for courses taken at (Name of Institution), which counts toward a student's permanent record.

Process and procedures

1. Parents are notified of the option to participate in the dual enrollment program through public announcements, email reminders, institution website announcements, fliers, and through the institutional course catalogue.
2. The Institutional Home Education Official or designated contact person will provide academic advising, conduct initial screening, maintain records of students' placement tests/scores distribute and process applications and forms, process withdrawals, and monitor grades with respect to the articulation agreement.
3. The student will receive verification of admission from the institution, information relative to New Student Orientation dates, and registration timelines.

4. The home education parent and the (Name of Institution's) Home Education Dual Enrollment designee will share the responsibility for monitoring the academic progress of the home education student. Note that the GPA earned through dual enrollment applies to the student's college GPA.
5. (Name of Institution) academic and career advising services are available to all students.
6. The student shall be permitted to enroll in dual enrollment courses which appear on the regular (Name of Institution) schedule of credit classes. The student shall be able to enroll in these courses on the (Name of Institution's) campus.
7. (PARENT/GUARDIAN), by signing this agreement, certifies that he or she is in compliance with s. 1002.41, F.S., has notified the superintendent of schools in the county of residence of intent to establish and maintain a home education program, and will provide annual district verification of enrollment in a home education program to the (Name of Institution).
8. Students with disabilities, must request accommodations from the (Name of Institution's) Office of Disability Services and provide appropriate documentation to ensure that resources are made available.
9. Either party shall have the right to terminate this agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.

Sample Signature Page

Further, this agreement shall continue in force from the date of the last signature and shall be subject to annual review and revision prior to the fall semester, by the President (or designee) of the (Name of Institution) and the home education parent.

BE IT RESOLVED that this agreement does not supersede or release the (Name of Institution) from any legal or other obligations set forth by the State Board of Education or the State of Florida and that if any part(s) of this agreement is (are) in conflict with any law, statute, or rule, then such part(s) shall be deemed inoperative to the extent it conflicts therein and shall be modified to conform to such law, statute, or rule.

BE IT FURTHER RESOLVED that the initial term of the agreement shall be for the (200X-200X) academic year. The agreement shall be subject to annual review and renewal by (Name of Institution) at the end of the aforementioned academic year. This agreement may be renewed for an (X) year(s) unless any of the parties provide the others written notice no later than sixty (60) days prior to the expiration of the academic year that it wishes to terminate this agreement. If any of the parties fail to follow the terms and conditions of the agreement as set forth herein, the other parties have the right to terminate this agreement immediately upon written notice to the others. Any modifications, additions, or deletions to this agreement must be made in writing and signed by the signatories of this document or their successors.

IN WITNESS WHEREOF, (Name of Institution) has adopted this agreement and cause the same to be executed by their respective representatives and home education parent(s).

Signature

Date

Signature

Date

Signature

Date

Signature

Date